

OFFICE OF THE COMMISSIONER OF CUSTOMS(PREV.)
5TH FLOOR, KENDRIYA BHAWAN, SECTOR-H, ALIGANJ, LUCKNOW-226010

F.No.VIII(14)02-Vehicle Hiring/Hdqrs./2017/

Date : 08.03.2018

**TENDER FOR HIRING OF "02 MID-SIZE VEHICLE" ON MONTHLY HIRE BASIS FOR
THE OFFICE OF THE COMMISSIONER OF CUSTOMS, 5TH FLOOR, KENDRIYA
BHAWAN, SECTOR-H, ALIGANJ, LUCKNOW**

Tender Enquiry No.C.No.VIII(14)02-Vehicle Hiring/Hdqrs./2017/

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NOTICE INVITING TENDER

NOTICE INVITING E-TENDER IN TWO BID SYSTEM THROUGH E-PROCUREMENT FOR PROVIDING 02 MID-SIZED VEHICLE FOR THE OFFICE OF THE COMMISSIONER OF CUSTOMS(PREV.), 5TH & 11TH FLOOR, KENDRIYA BHAWAN, ALIGANJ, LUCKNOW FROM THE DATE OF AWARDING THE CONTRACT UPTO 31.03.2019

The Customs (Prev.) Commissionerate, Lucknow proposes to hire two vehicles on monthly hire basis on annual contract basis, as per following details:-

Type of Vehicle	No.of vehicles required	No. of working days in a month for hire	Maximum Kms Per month
Mid size vehicle like Innova/Scorpio/Xylo/Bolero	02	30-31 days (including Saturdays/Sundays/Holidays)	2000

Tenders are invited from Lucknow based vendors specifying rates for aforesaid hiring and rates for additional hours and per kilometre charge for run above 2000 Kms. The tenders should be submitted by eligible, experienced and reputed service providers.

Eligibility Criteria :-- The service provider should be having adequate experience in the field and he should be registered with the Service Tax Department.

1. The tender enquiry documents will be available on official website <http://eprocure.gov.in> and www.cbec.gov.in from 09.03.2018.
2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions "Instructions to Bidders for online Bid submission" provided in the Annexure-I for online submission of bids.
3. Service Providers have to follow the "terms and conditions" provided in Annexure-II, "Requirements of Bidder for Online Bid Submission" i.e. Technical/Financial Bids" provided in the Annexure-III & .xls file for online submission of bids and submit an undertaking as prescribed under Annexure-IV and tender acceptance letter as prescribed under Annexure-V. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. The tender shall be submitted online in two parts viz. technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.
5. Tenderer who has downloaded the tender from the Central Public Procurement Portal (CPMP) website <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the



same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned.

6. Interested service providers are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum / amendment.
7. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
8. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for this office, the tenders will be opened on the next working day at the scheduled time.


(A.R. NAIK)

Additional Commissioner
Customs (Prev) Commissionerate,
5TH Floor, Kendriya Bhawan,
Sector-H, Aliganj, Lucknow

INSTRUCTIONS TO THE TENDERERS

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in-case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of



